

**MICHIGAN DEPARTMENT OF EDUCATION  
PUPIL TRANSPORTATION ADVISORY COMMITTEE**

Thursday, October 6, 2011  
State Board Room (4<sup>th</sup> Floor), John A. Hannah Building

**PUPIL TRANSPORTATION ADVISORY SUBCOMMITTEE MEETING  
9:00 – 10:15 a.m. – Hannah Building – State Board Room**

The subcommittee meets prior to the regular meeting to review and discuss agenda items in preparation for the regular meeting. PTAC representatives are welcome to attend. Topics covered include:

- a) Curriculum and Training
- b) Management and Best Practices
- c) State and National Issues

**PUPIL TRANSPORTATION ADVISORY COMMITTEE REGULAR MEETING  
10:30 - 12:00 noon – Hannah Building – State Board Room**

**I. CALL TO ORDER**

The meeting was called to order at 10:30 a.m. by Mary Ann Chartrand.

**II. ROLL CALL AND RECOGNITION OF GUESTS**

**Michigan Department of:**

Education:

- ☒ Mary Ann Chartrand
- ☒ Louis Burgess
- ☒ Ken Micklash

Transportation

- ☒ Angel Fandialan (Primary)
- ☐ Andrea Brush (Alternate)

State

- ☒ Carol Reagan (Primary)
- ☐ John Harris (Alternate)

**Michigan Association for:**

Pupil transportation

- ☒ Gary Bubar (Primary)
- ☐ Mark Niewoonder (Alternate)

**Michigan Association of:**

School Business Officials

- ☒ Matthew Losch (Primary)
- ☐ Scott Little (Alternate)

School Administrators

- ☐ Steve Matthews (Primary)

School Boards

- ☐ Don Wotruba (Primary)

Public School Academies

- ☐ Dan Quisenberry

Intermediate School Administrators

- ☒ Kim Hooper (Primary)

- ☐ Lori Richardson (Alternate)
- Non-Public Schools
  - ☐ Brian Broderick (Primary)
  - ☐ Barbara Stork (Alternate)
- Michigan Education Association**
  - ☐ Arthur Przbylowicz (Primary)
  - ☐ Joe Nazem (Alternate)
- Michigan Head Start Association**
  - ☐ Jeremy Reuter (Primary)
- Michigan PTA**
  - ☐ Donna Oser (Primary)
- Michigan State Police**
  - ☒ Inspector Randy Coplin
  - ☐ Sgt. Jill Bennett
- Middle Cities Education Association**
  - ☐ Fred Clarke (Primary)
  - ☐ Eddie Williams (for FC)
- Representing:**
  - Northern Michigan Directors
    - ☐ William Coaster (Primary)
  - Rural Directors
    - ☐ Kevin Doty (Primary)
  - Urban Directors
    - ☐
  - Suburban Directors
    - ☐ Kerry Weishaupt (Primary)
  - Special Education Transportation Directors
    - ☒ Darryl Dettloff (Primary)
  - School Bus Drivers
    - ☐ Frank Brown (Primary)
    - ☐ Penny Ruff (Alternate)
    - ☐ Sue Britt
  - Private Contractors
    - ☐ Kellie Dean (Primary)
    - ☐ Brian Thrasher (Alternate)
    - ☐ Duane Kooyers
- Training Agency Association of Michigan**
  - ☐ Steve Osborne (Primary)
  - ☐ Lori Richardson (Alternate)
- Others**
  - ☒ Dale Goby
  - ☒ Howard (Mac) Dashney

**III. APPROVAL OF JUNE 9, 2011, MEETING MINUTES**  
 Moved to approve the minutes as presented. Supported.  
 Passed.

**IV. ADDITIONS TO AGENDA AND APPROVAL OF AGENDA**  
 Two items were added to the agenda.

- A. Discussion of HB 4360 (VI. B. 2)
- B. Comments about "What Every Driver Must Know" (VI. B. 3)

**Moved to approve the agenda with additions. Supported.  
Passed.**

**V. OPENING COMMENTS/ANNOUNCEMENTS/PRESENTATIONS**

**A. MDE Initiated (Micklash)**

**1. Introduction of MAPT Executive Director, Gary Bubar**

Ken Micklash introduced the new Executive Director of the Michigan Association of Pupil Transportation (MAPT), Gary Bubar. Gary provided some comments about his first few months in his new position.

**2. School Bus Inspections – Update (Coplin)**

Inspector Randy Coplin reported that the Michigan State Police Bus Inspection unit has been funded but there currently are no employees. They are restructuring the unit. It should be up and running soon. Inspector Coplin also provided an update of possible changes to the structure of the Michigan State Police as they move to close posts across the state. Update: All school buses were inspected as of the end of August meeting. Inspector Coplin's goal of 100% inspections completed.

**3. Preview of New Supervisor's Training Program (Coaster)**

Due to the absence of Bill Coaster, Mac Dashney provided a preview of the New Supervisor Training (Attachment A).

**VI. PRELIMINARY RECOMMENDATIONS/ITEMS PRESENTED TO PTAC**

**A. Curriculum and Training (Coaster)**

**1. Supervisor Continuing Education - Update**

Mac Dashney provided a report of Supervisor Training (Attachment B).

**2. Continuing Education Curriculum for School Bus Drivers –  
Content for upcoming training cycle to be presented**

Ken discussed the draft of the Continuing Education Curriculum for 2013-2015 (Attachment C). Members will receive a full copy of the draft when it is ready and will be able to make comments.

**B. State and National Issues (Micklash/Hooper)**

**1. National Congress on School Transportation**

Ken reported that he will be requesting commitments from the seven-member National Congress on School Transportation

Committee to see which people intend to be available for attendance at the 2015 Congress meeting.

2. HB 4360

Ken reported that the HB 4360 was passed by the Michigan Legislature earlier this year. The law excludes people who are insulin dependent diabetics from driving unless they receive a waiver. Bus drivers can appear before the Waiver Board. Inspector Coplin is the current chair of the Waiver Board. He explained the process the Board uses when considering a waiver request.

3. What Every Driver Must Know

Carol Reagan distributed a 2-page handout from "What Every Driver Must Know" regarding flashing school bus lights. She wants to be certain the language is clear and asked for comments (Attachment D).

**VII. FINAL RECOMMENDATIONS FOR PTAC TO CONSIDER**

A. Curriculum and Training (Micklash/Osborne)

1. Beginning School Bus Driver Curriculum, Unit IX – Field Trips – draft document previously emailed to members; PTAC support requested.

Ken reported that Unit IX has been updated. It is ready for approval.

**Moved to approve Beginning School Bus Driver Curriculum Unit IX. Supported. Passed.**

B. Management and Best Practices – (No items)

C. State and National Issues (Micklash)

1. Transportation Pupil Count for Special Education – Input has been requested regarding the five-day vs. one-day count.

Ken reported about aligning the Transportation Special Education count day with the pupil count day. He is waiting for some more data before a recommendation will be made for either five-day or one-day counts in the future.

**VIII. ASSIGNMENTS FOR SUBCOMMITTEE WORK**

A. MDE Initiated

1. To Curriculum and Training - (No items)
2. To Management and Best Practices - (No items)

3. To State and National Issues - (No items)
- B. PTAC Initiated
  1. To Curriculum and Training – (No items)
  2. To Management and Best Practices – (No items)
  3. To State and National Issues (Micklash)
    - a. Sleep Apnea

Ken reported that the Sleep Apnea issue appears to be a regional issue. PTAC is not able to impact that but individual districts could contact local physicians to discuss this problem on an as-needed basis.

**IX. OTHER ISSUES**

- A. Next meeting date is Thursday, February 16, 2012.
- B. Inspector Coplin questioned the members about adding air conditioning units to buses. Members answered his questions.

**X. ADJOURNMENT**

The meeting adjourned at 12:08 p.m.

**2012 Transportation Supervisors'  
Continuing Education Program  
Part I: Back-to-School Briefing  
Status Report**

1. MCL 257.1851 mandates "The person or persons in charge of school bus operations at a school shall successfully complete 6 hours of supervisory continuing education every 2 years..."  
Traditionally, managers took the six-hour program during the last six-months of the training cycle.
  - a. During the last three training cycles, data from student evaluations indicated that the supervisors' CEP was the only training program taken by 75% of fleet managers.
  - b. The structure of the 2012 program was to divide the six-hour program into two parts. The purpose of this new structure was to distribute CEPs equally over the two-year training cycle.
2. Part I: Back-to-School Briefing is a two-hour installment of the required six-hour continuing education program. Breaking up the CEP, requires that fleet managers attend two training programs to meet the six-hour mandate. Our challenge, provide as easy accessibility to training as resources allow. That led us to develop the following Part I program goals.
  - a. Increase communication among and with school bus fleet administrators.
  - b. Fleet managers will have easier access to management information and resources.
  - c. Showcase technologies that support access to management information and opportunities for greater interaction among fleet administrators.
  - d. Presentation videotaped, 7/21/11, at MVU distance learning laboratory
  - e. Panel Discussion with Q&A, videotaped, 7/21/11, and 8/30/11.
3. There are three methods for presenting the bi-program CEP.
  - a. First is traditional teacher and student group in one location.
  - b. Second is a distance-learning variant. A teacher and student group at a primary location with many secondary locations conveniently located for students to access.
  - c. Third, an online presentation; students may access this program at their convenience and at wherever and whenever they wish. There is a general timeline, 12/31/11, when all students must complete the online program.
  - d. Fleet managers are not forced to choose from a specific schedule of training programs. They are not required to travel great distances to get to a convenient class presentation.
4. Indicated below is the program schedule with preliminary student attendance to date.
  - a. 319 fleet managers have attended 17 training program sites taught by instructors at 5 primary sites. See Instructor Schedule.
5. Part I: Back-to-School Briefing is divided into five parts.
  - a. Management Resources
  - b. School Bus Driver & Vehicle Operators
  - c. Vehicle Maintenance & Operation
  - d. School Bus Riders
  - e. Panel Discussion with Q&A: Experts from departments of education, state, and state police provided new and timely information to fleet managers.
    - i. Diane Easterling, Special Education Consultant, MDoE

- ii. John Harris, Driver Records Manager, MDoS
  - iii. Ken Micklash, Pupil Transportation Consultant, MDoE
  - iv. Sharron Vancampen, Traffic Safety Unit, Jackson Post, MDoSP
- f. Topics discussed and questions asked included.
  - i. Count day information
  - ii. Changes to school bus database
  - iii. Changes to Michigan's Motor Carrier Act
  - iv. Explanation of school bus fleet audit activities and procedures
- 6. Traditional problem with the single six-hour presentation does not allow for changes or updates to curriculum.
  - a. HB-4360 passed into law, PA-156, effective, 9/27/11
  - b. SB-496 passed into law, PA-160, effective, 9/30/11
  - c. How to implement changes in school bus fleet database
  - d. What is the impact of changes to Michigan's Motor Carrier Act upon CDL holders driving school buses for public and private fleet?
- 7. Part II program development is ongoing and videotaping will take place at MVU distance learning laboratory mid-February.
  - a. A team of experts will be involved in the presentation.
  - b. An on-line version will be produced and made available to fleet managers
  - c. Distance learning will be implemented to make access to training more efficient.
  - d. This will allow for a more condensed training program and easier access by fleet managers.

**2012 Transportation Supervisors'  
Continuing Education Program  
Instructor Schedule**

**Attachment B**

34%	Percentage of fleets completing CEP	257.1851(2) Flt compliance	281	Percent Classes completed			61%
826	Probable* number of school bus fleets.	Average Class Size	21	Supervisors attending CEP			364
28	Scheduled Classes	257.1851(2) Flt noncompliance	545	Classes completed			17
Session #	Program Date	Scheduled Instructor	Transmission Location	Coordinated Training Agencies	TA Status P/S	Primary & Secondary Sites	Attendance
1	Thursday, July 21, 2011	Mac Dashney	MYU	Iosco RESA (p)	p	1	20
2	Wednesday, August 03, 2011	Mac Dashney	TBA-TECH	Char-Em ISD (p)	p	1	9
2	Wednesday, August 03, 2011	Mac Dashney	TBA-TECH	Oakland Schools(s)	s	1	42
2	Wednesday, August 03, 2011	Mac Dashney	TBA-TECH	K-RESA (s)	s	1	46
2	Wednesday, August 03, 2011	Mac Dashney	TBA-TECH	Montcalm ISD (s)	s	1	20
2	Wednesday, August 03, 2011	Mac Dashney	TBA-TECH	Kent ISD (s)	s	1	28
2	Wednesday, August 03, 2011	Mac Dashney	TBA-TECH	NC-RESA (s)	s	1	7
2	Wednesday, August 03, 2011	Mac Dashney	TBA-TECH	Washtenaw ISD (s)	s	1	18
2	Wednesday, August 03, 2011	Mac Dashney	TBA-TECH	Mecosta-Osceola ISD	s	1	12
3	Tuesday, August 09, 2011	Mac Dashney	MSBO	Iosco RESA (p)	p	1	6
3	Tuesday, August 09, 2011	Mac Dashney	MSBO	Kent ISD (s)	s	1	19
3	Tuesday, August 09, 2011	Mac Dashney	MSBO	Mason-Lake ISD (s)	s	1	11
3	Tuesday, August 09, 2011	Mac Dashney	MSBO	TBA-ISD (s)	s	1	
3	Tuesday, August 09, 2011	Mac Dashney	MSBO	Clare-Gladwin RESD (s)	s	1	5
3	Tuesday, August 09, 2011	Mac Dashney	MSBO	Washtenaw ISD (s)	s	1	
3	Tuesday, August 09, 2011	Mac Dashney	MSBO	KRESA(s)	s	1	39
3	Tuesday, August 09, 2011	Mac Dashney	MSBO	Manton Schools (s)	s	1	8
4	Tuesday, September 20, 2011	Kim Hooper	Wayne RESA	Wayne RESA (p)	p	1	43
5	Tuesday, September 20, 2011	Mac Dashney	Lenawee ISD	Jackson ISD (p)	p	1	31
6	Wednesday, October 05, 2011						
7	Thursday, October 13, 2011	Kim Hooper	Macomb ISD	Macomb ISD (p)	p	1	
7	Thursday, October 13, 2011	Kim Hooper	Macomb ISD	Char-Em ISD (s)	s	1	
7	Thursday, October 13, 2011	Kim Hooper	Macomb ISD	E.U.P. ISD (s)	s	1	
8	Wednesday, October 19, 2011	Kim Hooper	Wayne RESA	Wayne RESA (p)	p	1	
9	Tuesday, October 25, 2011	Mac Dashney	Saginaw ISD	Saginaw ISD (p)	p	1	
10	Wednesday, November 02, 2011						
11	Monday, November 07, 2011	Burr Smith	Ottawa ISD	Ottawa ISD (p)	p	1	
11	Monday, November 07, 2011	Burr Smith	Ottawa ISD	Muskegon ISD (s)	s	1	
12	Wednesday, November 16, 2011				p	1	
13	Wednesday, December 07, 2011				p	1	

\* MDOsP school bus inspection report



**Michigan Pupil Transportation - Following the Road to Safety**

**Continuing Education Curriculum**

**2013-2015**

**Proposed Curriculum as of June 2011**

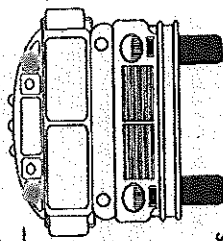
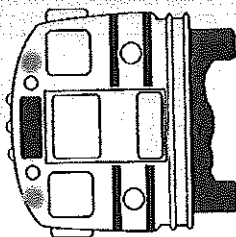
- A. Introduction - 5 minutes
- B. Current Events/ Year in Review - 15 minutes
  - a. Physicals and Health Considerations
    - i. Diabetes
    - ii. Sleep apnea
  - b. Review any 2011-2013 law changes
  - c. MDE Advisory and Guideline Changes
  - d. Roundabout web links
- C. Law Review - 45 minutes
  - a. Tickets, arraignment, stopped by police
  - b. Homeless children
  - c. Texting/ distracted drivers
    - i. Driven to Distraction DVD - (video 16:00 minutes)
  - d. Mirror usage and settings -
    - i. School Bus Mirror Systems DVD - (video 20:00 minutes)
- D. Student With Disabilities - 5 minutes
  - a. Disabilities in general education - tolerance/processing delay
    - i. Autistic, EI, CI etc.
    - ii. Least restrictive environment
  - b.
- E. First Aid Review - 1 hour
  - a. First Aid DVD - (video 27:00 minutes)
  - b. Citizen CPR - (Hands Only CPR)
- F. Bullying - 2 hours
  - a. *See Something, Do Something: Intervening in Bullying Behavior*  
Module 1 of Creating a Safe and responsible Environment on Our Nation's School Buses, U.S. Department of Education's Office of Safe & Drug-Free Schools.
    - 1. Introduction and Getting on Board
    - 2. What is Bullying and What Does it Look Like
    - 3. Addressing Bullying: Setting the Stage
    - 4. Addressing Bullying: What to Do When It Occurs
    - 5. Addressing Bullying: De-escalating the Behavior
    - 6. Addressing Bullying: Reporting and Follow-up
    - 7. Review

- G. Situational Scenarios - 1 hour (30 minutes a.m. - 30 minutes p.m.)
- a. Group Activity - Asking: What would you as the bus driver do? Is there a policy? Is there procedure? Is there a law?
    - i. Emergency Situations
    - ii. Loading and Unloading
    - iii. Railroad Tracks
    - iv. Red & Hazard light stops
    - v. Student on wheel chair lift
    - vi. Drop off a student at wrong location
    - vii. Winter driving
    - viii. Bully on the bus
    - ix. Confidentiality - Face book / student picture/names
    - x. Assigned an illegal bus stop
    - xi. Pre trip inspection
- G. Review Session - 20 minutes
- a. Michigan Bus Driver Continuing Education Challenge
- H. Test and Grading - 30 minutes
- a. 30 questions on PowerPoint

## School Buses: Alternately Flashing School Bus Lights

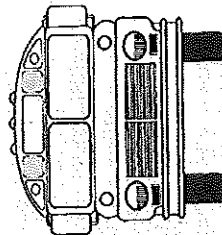
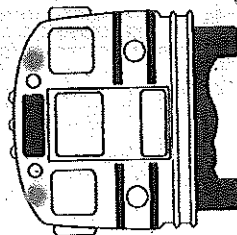
### With Flashing Overhead Red Lights

- Overhead red lights are flashing—and bus is moving—prepare to stop.
- Overhead red lights are flashing and bus is stopped. Stop no closer than 20 feet from the bus.
- Proceed when red lights are turned off and it is safe to do so.



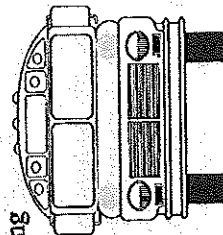
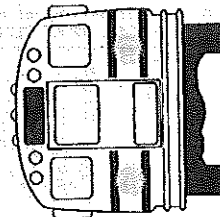
### With Alternately Flashing Overhead Red and Yellow Lights

- Overhead yellow lights are flashing—prepare to stop.
- Overhead red lights are flashing. Stop no closer than 20 feet from the bus.
- Proceed when red lights are turned off and it is safe to do so.



### All School Buses

- Yellow hazard warning lights are flashing on moving or stopped bus—proceed with caution.



It is not necessary to stop for a school bus stopped on the other side of a divided highway where the road is separated by a barrier, such as a concrete or grass median, island, or other structures that separate the flow of traffic. Use extra care around buses and in school zones. Children are small and hard to see and may dart into the street or out from around parked vehicles.

## Aggressive Driving and Road Rage

Watch for aggressive drivers. Aggressive drivers run stop signs and red lights, speed, tailgate, weave their vehicles in and out of traffic, pass on the right, and may make improper hand gestures. They sometimes yell at you, honk their horns, or flash their headlights. You must watch for these drivers because their actions place them and other motorists at an increased risk for traffic accidents. We have all seen aggressive drivers. They disregard their own safety as well as that of others. Do not be an aggressive driver. Be courteous and aware of the traffic around you. Take a moment to think about the driving behaviors that bother you. If you drive in the same manner, your behavior probably annoys other drivers.

### Avoid the following behaviors:

- Merging improperly. Failing to merge smoothly disrupts the flow of traffic. Always try to merge smoothly when entering the expressway or turning from one road to another. If you see a driver making an ill-advised merge or turn, slow down and give him or her room. Getting angry will not help and your anger could adversely affect your judgment, resulting in a traffic crash. A driver may be wrong, but how important is it to prove you are right? Do not risk injury or death because you feel you have been wronged when driving. It is much wiser to back off and allow the driver to merge.
- Driving slowly in the left lane. Use all lanes properly and obey the speed limit. If you are using the left-hand lane to pass slower traffic and someone tailgates you, move back into the right-hand lane when it is safe to do so and allow the faster traffic to move ahead. Driving in the left-hand lane and allowing traffic to build up behind